

FT. BELVOIR'S DMPO
MOBILIZATION PROCESSING CHECKLIST

NAME: _____
Last Name First MI

SSN: _____

Unit/Location: _____

Contact Info to include area code:

Duty Phone: (____)-____-_____

Cell Phone: (____)-____-_____

Home Phone: (____)-____-_____

EMAIL: _____

****REQUIRED DOCUMENTS NEEDED TO INPROCESS****

____ **DA FORM 5960**
____ *Marriage Certificate/Divorce Decree*
____ *Court Order Child Support*
____ *Depend. Child Birth Certificate(s)*
____ *Lease/Mortgage Statement*
____ **SF 1199A, Direct Deposit Info**
____ **DD FORM 2058, Legal Resid Cert**
____ **W4, Tax Withholding Form**
____ **DD FORM 1561, Fam Sep Allow**
____ **SGLV-8286, SM Group Life Ins Elect/Cert**
____ **ORDERS/AMENDMENTS**
____ **DD FORM 2367, O'CONUS OHA**
____ *Orders/Lease/Mortgage*
____ **DA FORM 4187, COLA**
____ **SDAP ORDERS**
____ **FLPP ORDERS**
(Write NA If Not Applicable)

REMARKS & MISSING DOCUMENTS

Soldiers Signature: _____

Date: _____

*****UNIT REP.**

REVIEWED BY : _____

DATE: _____